

Cabinet for Human Resources Complex
EMERGENCY PROCEDURES FOR EMPLOYEES
Dept. for Facilities & Support Services 564-5455

Emergency Number

9-911

Security Desk

564-7078

Div. of Bldg. Serv.

564-2640 / HSB 4-2495



FIRE

If you discover fire or smoke:

- A.** Immediately locate and pull a fire alarm station. Also shout to alert others in the immediate area.
- B.** Call or ask someone to immediately call **9-911** from a safe location and report the situation to the Frankfort Fire Department. Remain on the phone if requested.
- C.** If you can control the fire and you are qualified you may wish to use a fire extinguisher on the fire if it is safe to do so. If in doubt, **DO NOT** attempt to extinguish the fire.
- D.** Please leave the building by your designated evacuation route or as directed. **DO NOT** use escalators for evacuation, use the stairwells. Be prepared to use an alternate stairwell in the event your primary stairwell is not accessible.
- E.** PRA's (Persons Requiring Assistance) will be assisted by designated individuals and/or floor monitors for evacuations via elevators. Elevators will work normally during a fire alarm **UNLESS** the alarm is generated from an elevator lobby or shaft. In this case the individual, affected elevator, will not function but other elevators in the building will function normally. Tenants must also be prepared to shelter-in-place if necessary. Passenger elevators are also equipped with emergency phones that are monitored 24/7.
- F.** Division of Building Services (DBS) personnel will oversee/assist evacuation progress: monitor the fire alarm panel and make any necessary announcements (before/after fire drill; after fire event); report to the fire department upon their arrival. DBS will have Incident Command until the arrival of the fire department, and will assist the fire department in any manner.
- G.** It is imperative that any information regarding missing/unaccounted or shelter-in-place individuals be immediately reported to DBS via radio or direct contact so that this information can be reported to the fire department. DBS personnel will be wearing orange vests during the entire incident.

H. Building occupants must not return to the building from their designated assembly area until the “All-Clear” is given by DBS personnel.

BUILDING EVACUATION

If you are instructed to evacuate:

- Move to the exit designated for your use.
- Remain calm; help others as needed.
- Enter stairwells and move toward the outside wall. Gradually merge to the inside to allow persons to enter at the next level down.
- Do not try to move UP the stairwell or return to your area for any reason
- Exit by stairwells: elevators will be reserved for PRAs’ and fire department personnel only (see instructions in “fire” section above).
- Move out and away from the building to your assembly area and keep a minimum of 300 feet away from the building. (See map for safe assembly area.)
- Do not return to the building until you are given the ALL CLEAR announcement by Finance. Report for roll call in your assembly area and **DO NOT** leave assembly areas unless you are authorized to do so.
- Be alert for emergency vehicles.



MEDICAL

If illness or injury occurs in your area:

1. Render whatever aid of which you are capable, moving the patient as little as possible.
2. Call **9-911** and state the problem being as specific as possible about the problem and the location of the person needing assistance. Stay on the phone if requested.
3. If you have called **9-911**, please contact the Security Desk (564-7078) or DBS (564-2640) for assistance in directing emergency personnel to your area.
4. For “minor emergencies / first aid” situations, contact the Nurses Station @ 564-5455. But if there is any doubt, contact **9-911**.



SEVERE WEATHER

- Call the Security Desk (564-7078) or DBS (564-2640) if you believe you have information that is not known to state officials. Report facts as you know them.
- The Kentucky Division of Emergency Management monitors weather conditions and any information that would pose a threat to employees. This information is communicated through the government warning

system to state government offices with these capabilities. Severe weather conditions will also be monitored/communicated through the Security Desk and DBS.

- In the event of a tornado warning that threatens the campus, the SEVERE WEATHER TONE will be sounded across the fire alarm system. An announcement will be made instructing building occupants to seek shelter in the areas of the ground floor designated as TORNADO SHELTER AREA. Utilize stairwells A, B, D, F, & G in CHR; and all stairwells in HSB except E.



EARTHQUAKE

1. Keep calm. Don't run or panic. Remain where you are.
2. If indoors, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay away from windows and outside doors.
3. If outside, stay in the open away from buildings and utility wires.
4. Be cautious of downed power lines or falling objects when leaving the building. Gather at your assigned assembly area for roll call by supervisors at the assembly points.
5. Do not use candles, matches, or other open flames.
6. If in a moving car, stop, but stay inside.



BOMB OR OTHER SECURITY THREATS

1. If you receive a threat by telephone, try to obtain the maximum information from the caller, and keep the caller on the line as long as possible. Refer to the threat checklist accompanying this information, which provides for the type of questions and other information you should seek from the caller.
2. Immediately report the threat to the Security Desk (564-7078) or DBS (564-2640) and remain on the line for instructions.
3. Do not attempt to leave the building or make any decisions concerning a threat without specific instructions from either the Security Desk or DBS.
4. You may be asked if you see or notice anything or any object that is unusual or out of place in your area. If you see anything of this nature, do not disturb the item.
5. A decision will be made upon the information provided. If an evacuation is ordered, follow instructions closely and leave the building using the designated evacuation route.

WORKPLACE VIOLENCE

- The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Facilities Security.
- This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities Security at 9-564-7078.
- A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.

For immediate physical threat/violence call 9-911. All threatening incidents will be investigated by management and documented in personnel files.

Call 9-911 and/or Facilities Security (564-7078) if assistance is needed. Report all other incidents to 9-911 that are not covered in these procedures.

Sample Violence Documentation Form

Date/Time of Incident	Date/Time Reported
Reported To:	Reported By:
Location:	Type of Incident:
Perpetrator:	Victim:
Witnesses:	
Describe the Incident:	
List Actions Taken in Response:	

Report Prepared By: _____

Date Prepared: _____

Bomb Threat Checklist

Date: _____ Exact time of call: _____

Phone number & extension the threat call was received at: _____

Exact words of caller:

QUESTIONS TO ASK - If necessary, make more notes on the reverse side of this form

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle all that apply) – if necessary, make more notes on the reverse side

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there background noises? _____

Remarks:

Person receiving the call: _____

Cabinet & Department & Division: _____

Office Phone Number: _____

Home Address: _____

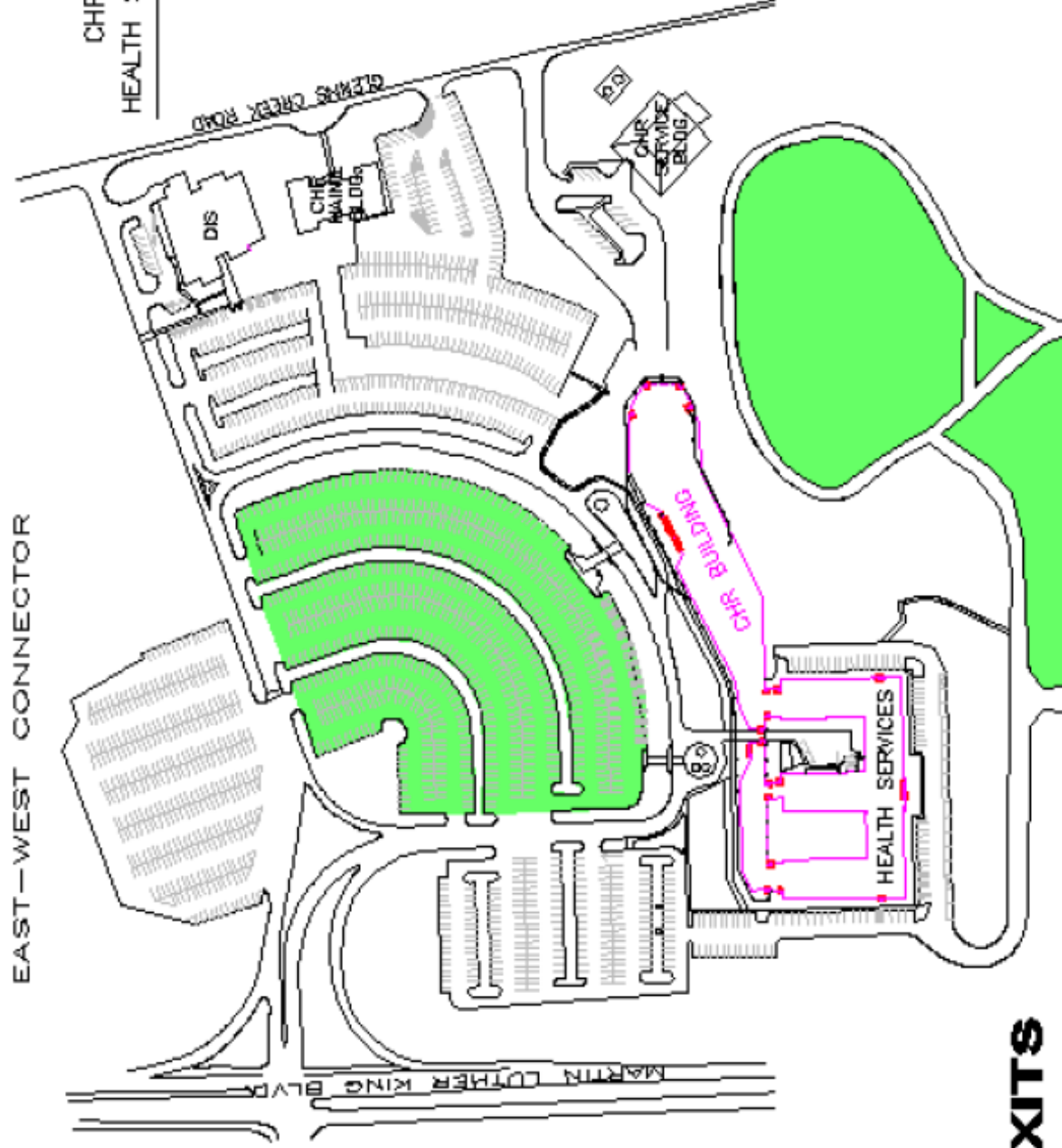
Home Phone Number: _____

[illegible]

UPON COMPLETION OF THIS CHECKLIST, IT SHOULD BE TAKEN DIRECTLY TO THE SECURITY STATION IN THE MAIN LOBBY. IF NO SECURITY GUARD IS PRESENT, THE CHECKLIST SHOULD BE TAKEN TO THE FACILITY MANAGER'S OFFICE. YOU MAY ALSO GIVE THE CHECKLIST TO THE KENTUCKY STATE POLICE.

EAST—WEST CONNECTOR

CHR BUILDING AND
HEALTH SERVICES BUILDING

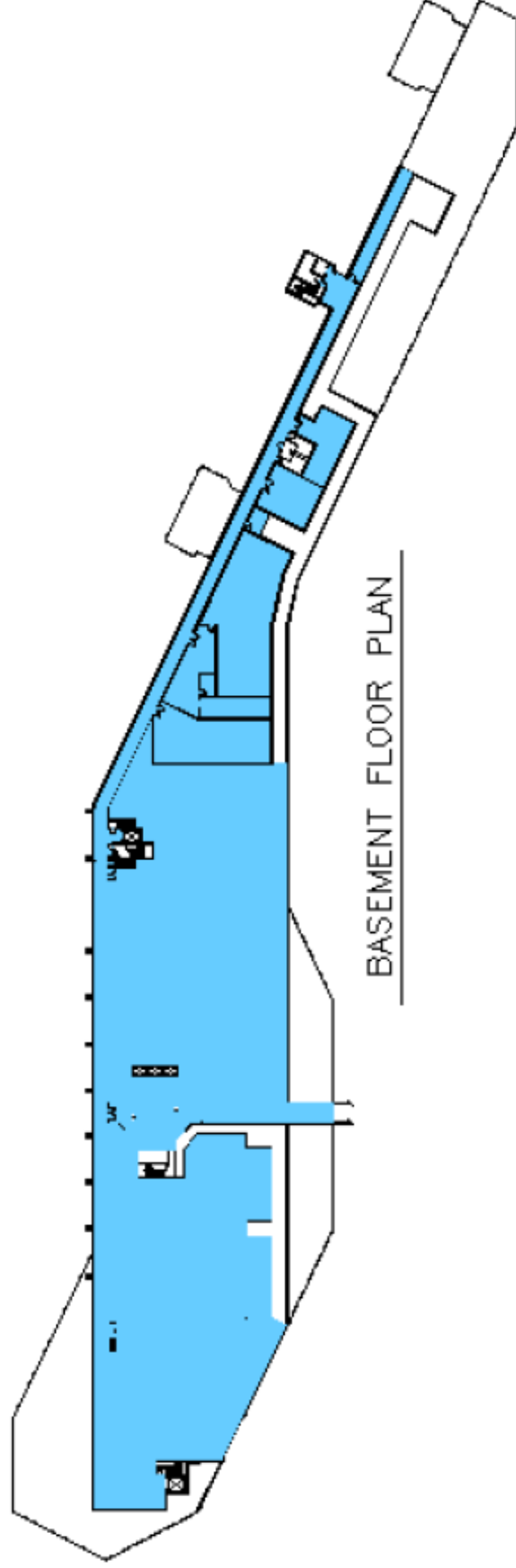


■ EXITS

EAST MAIN STREET

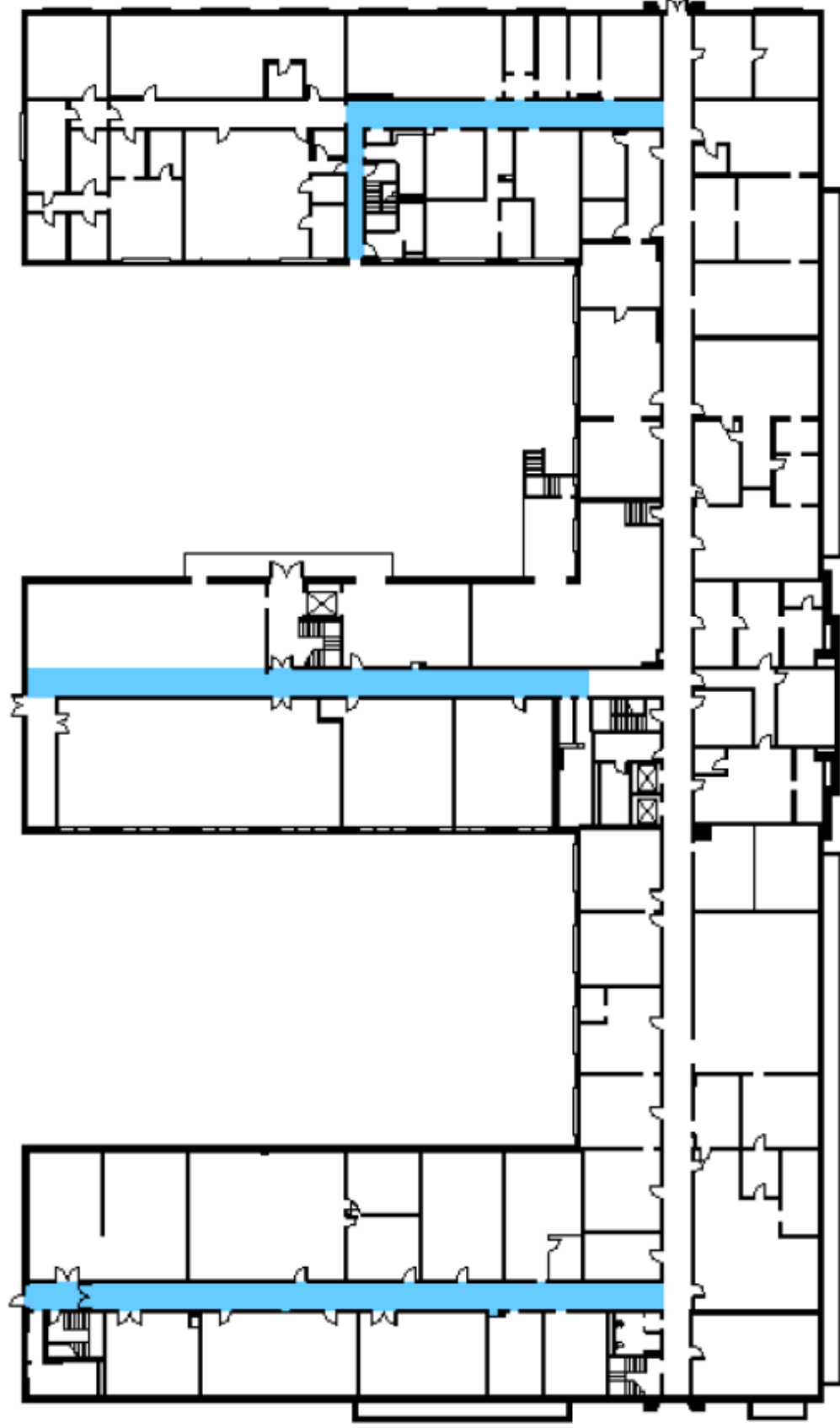
■ SAFE ASSEMBLY AREA

CHR BUILDING



■ TORNADO SHELTER AREA

HEALTH SERVICES BUILDING



BASEMENT FLOOR PLAN

■ TORNADO SHELTER AREA